

The Office of the Auditor...

1. Reviews financial records and statements for technical defects and arithmetical accuracy; prepares worksheets, narrative and statistical reports of findings and recommendations.
2. Participates in or leads field audits of County departments and contractors; examines fiscal records, verifying entries and preparing worksheets; analyzes fiscal record-keeping systems; assists in the installation and/or modification of such systems.
3. Assists or leads the taking of inventories; examines and analyzes transactions in inventory records and related documents; reconciles records associated with inventories.
4. Reviews the fiscal management systems of County departments and contractors, including computer-based information systems, for compliance with generally accepted accounting principles and County requirements.
5. Meets with County staff, other governmental representatives and County contractors to discuss County fiscal management requirements; presents audit finding and recommendations to County departments and contractors.